

1. Go To Website for Filemaker Access

2. Enter your Account Name and Password

3. Click <Login>

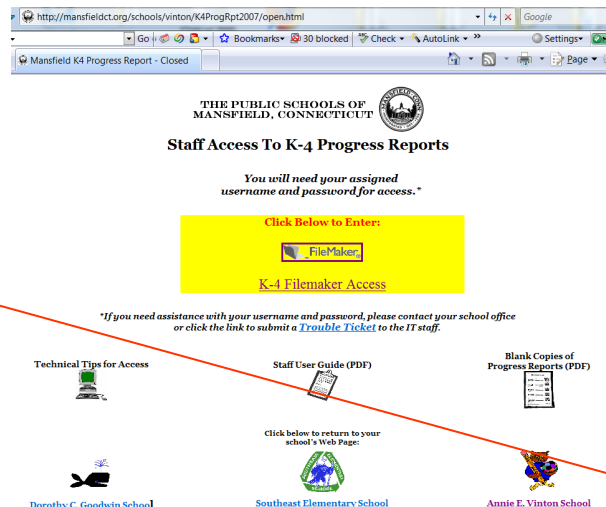
4. Click <Find Teacher>
Find your name on the list -
(Classroom teachers should only see his/her name.)

5. Click <Continue>

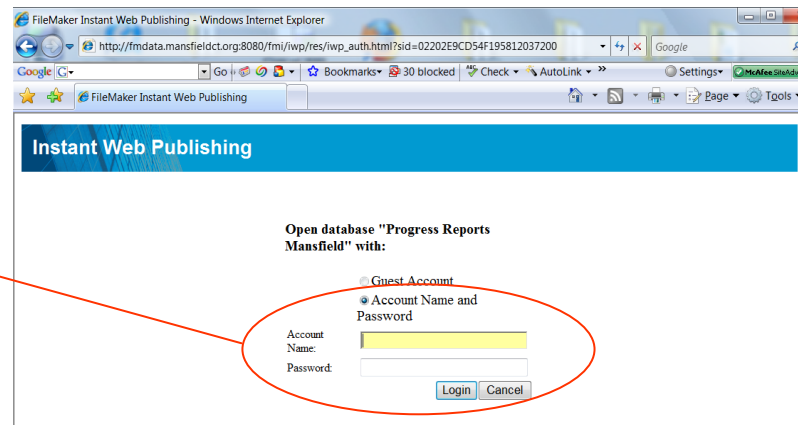
6. From Class List View
Choose Marking Period
Button.

This will bring you to a screen where you can begin entering grades for a student.

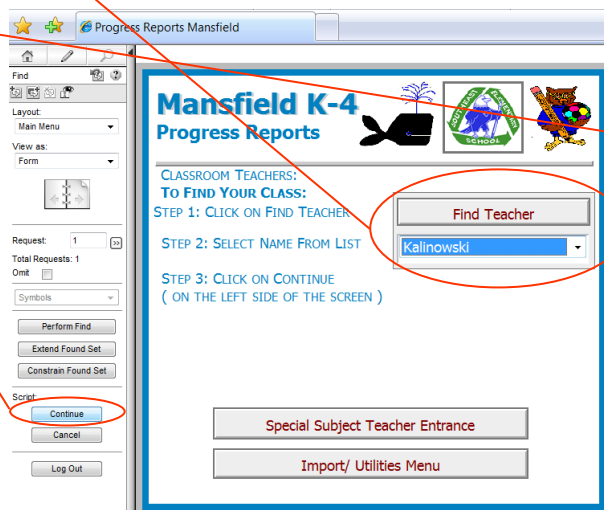
1.



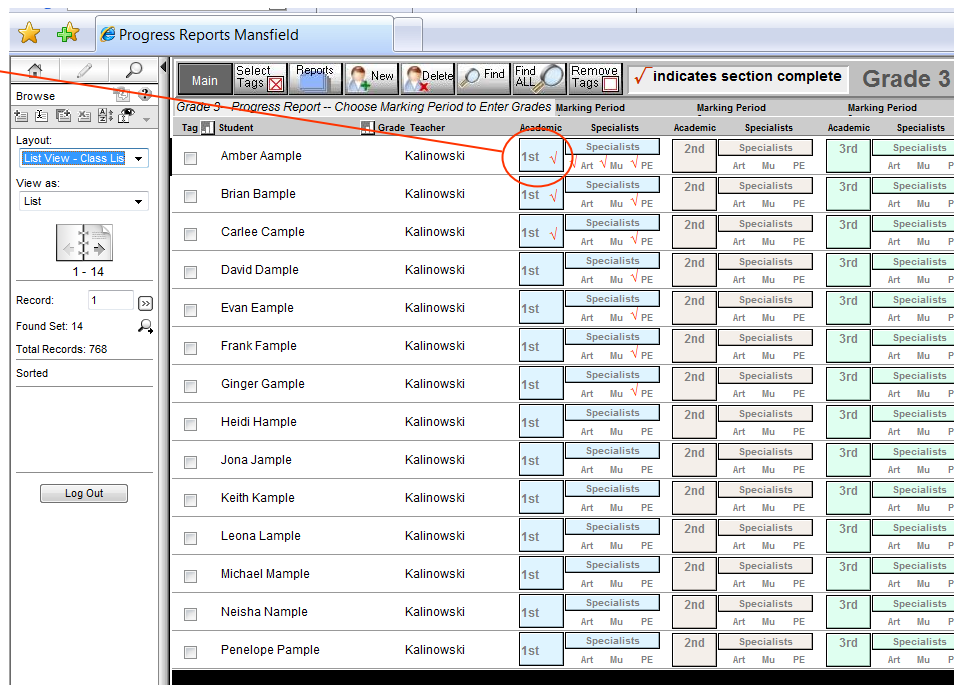
2 & 3



4 & 5



6.



After you choose your name from the Main Menu and click <continue>, the Program will bring you to a Class List view. This list should reflect the grade you teach and your current class list.

(Note: the student list is imported from the Student Database used by the School Office– if a student is missing it will be important to check that the student is listed correctly in the main database. If a correction is needed, it will have to be done in the main database and then imported into the Progress Report Database. This cannot be done by classroom teachers)

Each marking period will have different Web Entry Screens.

Classroom Teachers should click the button for the appropriate marking period.

1st

Specialists: Art, Music & P.E. can enter grades through the Web or through different in school network access screens. For Web Entry, Specialists should click:

Specialists

On the actual report card entry screen, there is a checkbox which should be clicked when an individual has completed his/her part of the task.

✓ indicates section complete

When all (4) sections are checked the progress report should be complete.

Progress Reports Mansfield

Main Select Tags Reports New Delete Find Find ALL Remove Tags

Grade 3-- Progress Report -- Choose Marking Period to Enter Grades Marking Period 1 Marking Period 2 Marking Period 3

Tag Student Grade Teacher Academic Specialists Academic Specialists Academic Specialists

<input type="checkbox"/>	Amber Aample	3	Kalinowski	1st ✓	Specialists ✓ Art ✓ Mu ✓ PE ✓	2nd	Specialists	3rd	Specialists
<input type="checkbox"/>	Brian Bample	3	Kalinowski	1st ✓	Specialists Art Mu ✓ PE	2nd	Specialists	3rd	Specialists
<input type="checkbox"/>	Carlee Cample	3	Kalinowski	1st ✓	Specialists Art Mu ✓ PE	2nd	Specialists	3rd	Specialists
<input type="checkbox"/>	David Dample	3	Kalinowski	1st	Specialists Art Mu ✓ PE	2nd	Specialists	3rd	Specialists
<input type="checkbox"/>	Evan Eample	3	Kalinowski	1st	Specialists Art Mu ✓ PE	2nd	Specialists	3rd	Specialists
<input type="checkbox"/>	Frank Fample	3	Kalinowski	1st	Specialists Art Mu ✓ PE	2nd	Specialists	3rd	Specialists
<input type="checkbox"/>	Ginger Gample	3	Kalinowski	1st	Specialists Art Mu ✓ PE	2nd	Specialists	3rd	Specialists
<input type="checkbox"/>	Heidi Hample	3	Kalinowski	1st	Specialists Art Mu PE	2nd	Specialists	3rd	Specialists
<input type="checkbox"/>	Jona Jample	3	Kalinowski	1st	Specialists Art Mu PE	2nd	Specialists	3rd	Specialists
<input type="checkbox"/>	Keith Kample	3	Kalinowski	1st	Specialists Art Mu PE	2nd	Specialists	3rd	Specialists
<input type="checkbox"/>	Leona Lample	3	Kalinowski	1st	Specialists Art Mu PE	2nd	Specialists	3rd	Specialists
<input type="checkbox"/>	Michael Mample	3	Kalinowski	1st	Specialists Art Mu PE	2nd	Specialists	3rd	Specialists
<input type="checkbox"/>	Neisha Nample	3	Kalinowski	1st	Specialists Art Mu PE	2nd	Specialists	3rd	Specialists
<input type="checkbox"/>	Penelope Pample	3	Kalinowski	1st	Specialists Art Mu PE	2nd	Specialists	3rd	Specialists

Log Out

Clicking this button will bring you to: Michael Mample - Marking Period 1 - Academic Data Entry Screen

Progress Reports Mansfield

Grade 3 Data Entry Form Marking Period 1

Teacher: Kalinowski
Student: Michael Mample

Current Record:

Submit

Cancel

Record: 12
Found Set: 14
Total Records: 768

Personal Responsibility

	1 st	2 nd	3 rd
Accepts responsibility for actions.	√+		
Respects rights and property of others.	√		
Respects and cooperates with others.	√+		
Exhibits appropriate behavior in structured situations.	√		
Exhibits appropriate behavior in unstructured situations.	√		

Academic Responsibility

	1 st	2 nd	3 rd
Demonstrates appropriate listening behavior.	√+		
Follows directions.	√-		
Follows verbal multi-step instructions.	√		
Works independently.	√+		
Produces quality work.	√+		
Completes homework on time.	√-		
Actively participates in learning activities.	√		
Is prepared for class.	√		

Explanation of Grading
Always = √+ Usually = √ Sometimes = √- Rarely = *

Grade Level Expectations

Reading to Understand

Vocabulary

Understands and uses vocabulary appropriately

- Develops oral language skills
- Uses a variety of word types written and oral expression
- Infers word meanings from context
- Develops vocabulary in order to comprehend text

Comprehension

Uses skills and strategies to construct meaning of grade level fictional and informational text.

- Monitors comprehension and corrects misunderstandings
- Uses appropriate strategies before, during and after reading
- Interprets, analyzes and evaluates text in order to extend meaning and appreciation
- Responds to text to indicate understanding

Study Skills

Gathers and uses information from a variety of sources.

- Uses text features
- Organizes information
- Uses various reference materials

Fluency

Reads grade appropriate text fluently.

- Sight words
- Accuracy
- Rate
- Expression

Grade Level Expectations

Writing to Communicate

Editing

Applies knowledge of conventions to edit written work.

- Capitalization
- Punctuation
- Grammar
- Sentence structure - Spelling

Revising

Reworks writing in order to improve its quality

- Organization
- Fluency
- Elaboration
- Word choice/ vocabulary
- Sentence variety

Penmanship

Writes legibly to communicate.

- Letter formation, Size/ proportion, Spacing, Uniform slant

Spelling

Applies knowledge of spelling.

- Applies spelling skills to written work
- Spells assigned words correctly

Student: Michael Mample
Teacher: Kalinowski

Mansfield Public Schools
Progress Report - Grade 3 - Marking Period 1
Sample School Page 2

Grade Level Expectations

Mathematics

Patterns and Algebra

Understands and applies concepts of patterns and algebra. This may include:

- Repeating patterns
- Growing patterns/ sequences - Function rules

Data Analysis and Probability

Understands and applies concepts of data analysis and probability. This may include:

- Read and interpret charts and graphs
- Collect, organize, interpret data

Number Sense and Operations

Understands and applies concepts of number sense and operations. This may include:

Enter Grades by choosing from the appropriate "drop down list"

You can scroll down to other sections by dragging the scroll bar

When you have finished entering grades for a student it is helpful to click the **check mark box** to remind you that this student is done.

it is **critical** that you click

<Submit> to post those changes to the server. If you do not (web-entry) your work will not be saved.

To go to the next student in your class, click the **<Next>** button.

If the screen is too small for you to read, use the **Zoom** feature to make the screen larger.

Zoom In Ctrl +

Zoom Out Ctrl -

400%

200%

150%

125%

100%

75%

50%

Custom...

Progress Reports Mansfield

Grade 3 Data Entry Form Marking Period 1

Teacher: Kalinowski

Student: Michael Mample

When using Web Entry, Click on << Submit >> to post

Personal Responsibility

	1 st	2 nd	3 rd
Accepts responsibility for actions.	✓+		
Respects rights and property of others.	✓		
Respects and cooperates with others.	✓+		
Exhibits appropriate behavior in structured situations.	✓+		
Exhibits appropriate behavior in unstructured situations.	✓		

Academic Responsibility

	1 st	2 nd	3 rd
Demonstrates appropriate listening behavior.	✓+		
Follows directions.	✓		
Follows verbal multi-step instructions.	✓+		
Works independently.	✓		
Produces quality work.	✓+		
Completes homework on time.	✓-		
Actively participates in learning activities.	✓		
Is prepared for class.	✓		

Explanation of Grading
Always = ✓+ Usually = ✓ Sometimes = ✓- Rarely = *

Grade Level Expectations

November	Meets Expectations	Nov	Mar	Jun

Shows appropriate effort.

1 st	2 nd	3 rd
✓+		

Decoding

Uses knowledge of sounds and word structure to read words.

1 st	2 nd	3 rd
✓+		

- Recognizes phonetic patterns and irregularities
- Applies strategies for syllabication
- Applies skills while reading in context
- Monitors for accuracy while reading/self corrects

Fluency

Reads grade appropriate text fluently.

1 st	2 nd	3 rd
✓		

- Sight words
- Accuracy
- Rate
- Expression

Grade Level Expectations

November	Exceeds Expectations	Nov	Mar	Jun

Shows appropriate effort.

1 st	2 nd	3 rd
✓+		

Written Composition

Communicates through writing for a variety of purposes.

1 st	2 nd	3 rd
✓+		

- Organization
- Elaboration
- Fluency
- Vocabulary

Spelling

Applies knowledge of spelling.

1 st	2 nd	3 rd
✓+		

- Applies spelling skills to written work
- Spells assigned words correctly

Reading to Understand

Vocabulary

Understands and uses vocabulary appropriately

1 st	2 nd	3 rd
✓+		

- Develops oral language skills
- Uses a variety of word types written and oral expression
- Infers word meanings from context
- Develops vocabulary in order to comprehend text

Comprehension

Uses skills and strategies to construct meaning of grade level fictional and informational text.

1 st	2 nd	3 rd
✓+		

- Monitors comprehension and corrects misunderstandings
- Uses appropriate strategies before, during and after reading
- Interprets, analyzes and evaluates text in order to extend meaning and appreciation
- Responds to text to indicate understanding

Study Skills

Gathers and uses information from a variety of sources.

1 st	2 nd	3 rd
✓		

- Uses text features
- Organizes information
- Uses various reference materials

Writing to Communicate

Editing

Applies knowledge of conventions to edit written work.

1 st	2 nd	3 rd
✓+		

- Capitalization
- Punctuation
- Grammar
- Sentence structure - Spelling

Revising

Rewrites writing in order to improve its quality

1 st	2 nd	3 rd
✓+		

- Organization
- Fluency
- Elaboration
- Word choice/ vocabulary
- Sentence variety

Penmanship

Writes legibly to communicate.

1 st	2 nd	3 rd
✓+		

- Letter formation, Size/ proportion, Spacing, Uniform slant

Student: Michael Mample

Teacher: Kalinowski

Mansfield Public Schools

Progress Report - Grade 3 - Marking Period 1

Sample School Page 2

Grade Level Expectations

November	Meets Expectations	Nov	Mar	Jun

Shows appropriate effort.

1 st	2 nd	3 rd
✓		

Number Sense and Operations

Understands and applies concepts of number sense and operations. This may include:

1 st	2 nd	3 rd
✓		

Mathematics

Patterns and Algebra

Understands and applies concepts of patterns and algebra. This may include:

1 st	2 nd	3 rd
✓		

- Repeating patterns
- Growing patterns/ sequences - Function rules

Data Analysis and Probability

Understands and applies concepts of data analysis and probability. This may include:

1 st	2 nd	3 rd
✓		

- Read and interpret charts and graphs
- Collect, organize, interpret data

Log Out

When you are finished entering grades,
Click < LogOut>
To end the session

Attendance Information will be added to the Progress Report prior to printing.

(Note: you can print from these screens– the printed report will give you the information you entered but it will not look like the official printed Progress Report)

Done

Internet | Protected Mode: On

100%